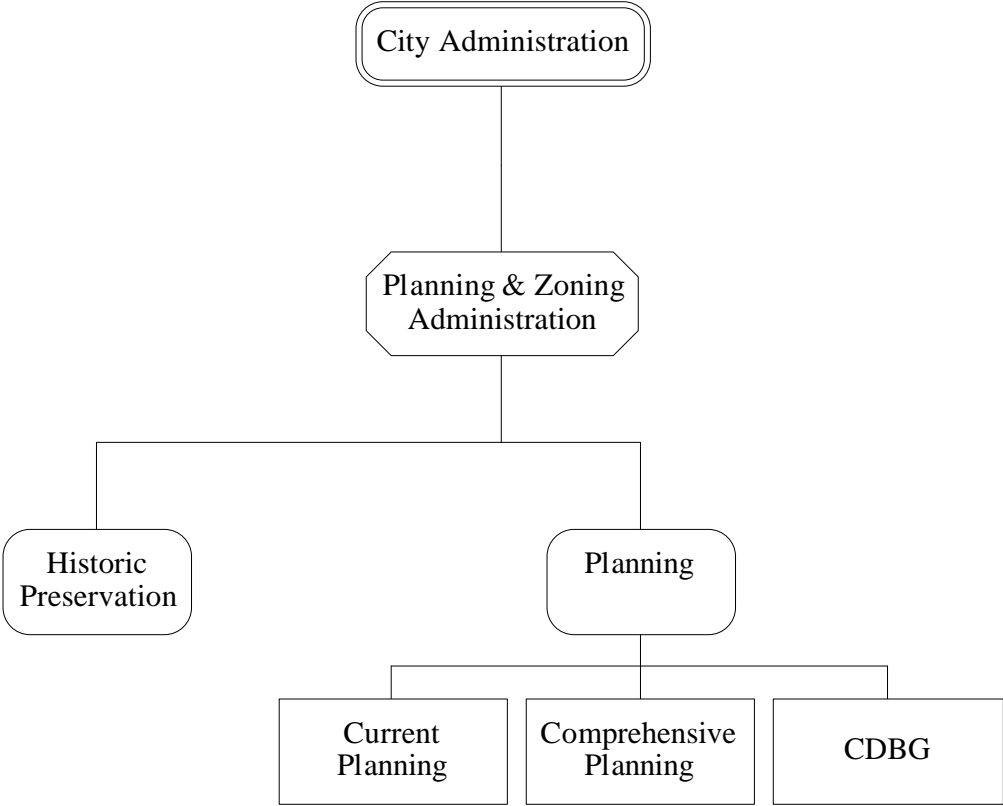


**CITY OF ANNAPOLIS**  
**Department of Planning and Zoning**

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## Department of Planning and Zoning

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### **Fund Support:**

General and CDBG Funds

### **Description:**

The City of Annapolis Department of Planning and Zoning is a diverse group of professionals using their own and each other's talents to guide the development of Annapolis in a manner consistent with the desires of the residential and business communities.

The Department of Planning and Zoning is responsible for all current and long-range planning for development, redevelopment and preservation, and community development activities within the City. In this capacity, the Department: (1) prepares necessary plans, studies, and programs to implement the City's Comprehensive Plan; (2) administers and enforces the City's zoning ordinance and subdivision regulations; (3) plans and administers the City's Community Development Block Grant program; and (5) engages in special studies and projects impacting on future growth, development and quality of life. The Department of Planning and Zoning is organized around four main divisions - Comprehensive Planning, Community, Current Planning and Historic Preservation. In addition the Department also provides technical and direct assistance to other departments in the furtherance of municipal objectives.

### **Vision:**

The Annapolis Department of Planning and Zoning is a highly respected city department consisting of persons committed to serving the

public and having the skills and professional credentials necessary to manage the complexities of growth, redevelopment and development in the City of Annapolis. The Planning Department has ensured that the public is an integral part of the decision-making process and that the needs of all individuals and groups are considered when recommendations are offered or decisions are made. The Department of Planning and Zoning has adequate resources and functional space to facilitate its mission

### **Goals:**

- To establish a common vision for the future of Annapolis.
- To preserve and enhance the quality of life for all Annapolitans.
- To ensure citizen awareness of and participation in policy decisions and projects affecting their quality of life.
- To maintain and improve a healthy business and development climate in Annapolis.
- To keep our commitment to customer service and quick turnaround on permits.
- To ensure local and regional mobility by improving transportation and transit linkages in and around Annapolis and working to better manage Annapolis traffic corridors.
- To preserve the City's cultural and architectural heritage.

## Department of Planning and Zoning Staffing Summary

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	<i>FY 2002 Actual</i>		<i>FY 2003 Estimated</i>		<i>FY 2004 Proposed</i>	
	<i>Perm</i>	<i>Temp</i>	<i>Perm</i>	<i>Temp</i>	<i>Perm</i>	<i>Temp</i>
Planning and Zoning	16	0	16	0	14	0
<b>Department Total</b>	<b>16</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>14</b>	<b>0</b>

### Staffing Summary By Position - FY 2004 Permanent Positions

	Total <u>FTE</u>		Total <u>FTE</u>
<i>Planning and Zoning:</i>			
Office Associate III . . . . .	1	Planner . . . . .	2
Administrative Office Associate . . . . .	1	Historic Preservation Assistant . . . . .	1
Planning Director . . . . .	1	Community Development Specialist . . . . .	1
Section Chief . . . . .	3	Community Development Administrator . . . . .	1
Senior Planner . . . . .	2	Transportation Planner . . . . .	1

## Current and Comprehensive Planning and Historic Preservation

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Planning and Zoning

General Fund

### **Description:**

The Division of Current Planning is responsible for coordinating the review of development proposals, including site design review, enforcing the zoning ordinance, and processing use permits, rental licenses, building permits, subdivisions, conditional uses and zoning variances. This Section has ongoing, direct contact with residents, business people and developers in the city, and responds to over 7,000 telephone calls and walk-ins each year on a variety of zoning and procedural issues.

This section includes two major subareas: (1) development application processing, and (2) permitting/enforcement, which includes the review and approval of building and use permits and review for compliance with such criteria as Critical Areas or Conservation overlays.

Planning & Zoning staff review all building permits for compliance with zoning and Site Design Review Standards. Permits are reviewed based on criteria such as setbacks, parking, Critical Areas, design compatibility, impact on surrounding road network, landscaping, handicapped accessibility and pedestrian access. Citizen demands for higher quality design of both buildings and sites has increased the level and scope of review for most residential and commercial projects. The Current Planning Section provides staff support and technical assistance to the Planning Commission and Board of Appeals.

The Division of Comprehensive Planning is responsible for the coordination of long-range planning activities, including implementation of the newly developed Comprehensive Plan by implementing the Neighborhood Partnership Program; performing special land use and fiscal analyses; preparing street scape design plans; securing related grants; participating in the LUCA program, participating in the County's Small Area Planning process, selecting consultants for the multi-modal transit center site selection, working with Anne Arundel County on requests for proposals for a new transit development plan, staff activity includes preparation and implementation of

City's comprehensive plan, analysis and updating of other City plans to guide development and provide a basis for comprehensive and coordinated review of projects and applications. This Division provides support to the Planning Commission, City Council, and various other boards and commissions.

The Historic Preservation Division has primary responsibility for all departmental activities within and pertaining to the Historic District. These activities include processing applications for the Historic Preservation Commission and ensuring that projects are developed in accordance with the approval(s), working with applicants in the Historic District to help them understand the process and submit complete applications, interdepartmental coordination of project review in the Historic District, answering questions and dealing with zoning and enforcement related matters in the Historic District, preparing the Certified Local Government report, and overseeing the building survey.

This division is also responsible for coordinating the archaeology requirements for development and is also involved in development issues affecting preservation and landmarks throughout the rest of the City.

### **Services:**

#### *Current Planning:*

Current Planning oversees day-to-day development activities in the city including:

- Site plan review.
- Zoning compliance.
- Special exceptions.
- Variances/appeal.
- Building permit review.
- Occupancy permit review.

## Current and Comprehensive Planning and Historic Preservation

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- Special district design review.
- Annexation.
- Subdivisions.

### *Comprehensive Planning:*

The Comprehensive Planning Division is responsible for long-range planning including:

- Preparing, monitoring and implementing the city's adopted Comprehensive Plan.
- Performing sector studies and neighborhood plans.
- Undertaking special studies and functional planning as needed.
- Transportation planning and traffic impact review.
- Providing liaison between city and county, regional, state and federal agencies (except in community development, historic preservation and housing matters).
- Coordinating city activities with extra-jurisdictional planning and decision-making.

### *Historic Preservation:*

The Historic Preservation Division has oversight authority over all matters related to the Historic District including:

- Responsibility for all development in the Annapolis Historic District.
- Working directly with and reports to National Trust for Historic Preservation and Maryland Historic trust.
- Providing zoning enforcement in the Historic District.

- Processing applications for HPC review.

### *Community Development:*

The Community Development Division is responsible for administering the city's CDBG program, working with housing providers, and working with residents of the city's low and moderate income neighborhoods, including:

- Annual budgeting and disbursing CDBG funds.
- Preparing and implementing city housing programs including housing rehabilitation.
- Coordinating joint public/private housing ventures and developing housing affordability initiatives.
- Providing direct staff support to other departmental neighborhood/community initiatives.

### *Administration:*

Administration of the Department entails all general office support activities and communication of municipal policy initiatives to enable departmental personnel to work efficiently and in a manner consistent with municipal goals and objectives as articulated by the Mayor and City Council.

- Provides full citizen support on planning, zoning, use, and building and development matters.
- Ensures the highest level of design for all projects in the city.
- Reviews and processes building and use permits and rental licenses, coordinates City review, processes and provides analysis of subdivisions, conditional uses, Planned Unit Developments and variances for public hearing.

## Current and Comprehensive Planning and Historic Preservation

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- Maintains day-long availability to answer inquiries regarding zoning or other land use regulations or policies.
- Ensures public notification of development projects or projects requiring public hearing to ensure due process. Assists persons in preparing applications for processing.
- Provides technical assistance to other City agencies.
- Processes applications for hearing before the appropriate Board and/or Commission.

### *Board/Commission Responsibilities:*

The Annapolis Department of Planning and Zoning provides direct staff support to the Mayor and City Council, and the following Boards and Commissions:

- Planning Commission.
- Board of Appeals.
- Housing and Community Development Commission.
- Historic Preservation Commission.

The Planning Department provides indirect support and/or technical assistance to the following:

- Environmental Commission.
- Conservancy Board.
- Board of Port Wardens.
- Various topic-specific task forces.
- Neighborhood groups.
- Hot Spot initiatives.
- Neighborhood Watch.

- Community Development Corporations.

### **Values:**

#### *The Department and Zoning values:*

- Maintaining the respect and confidence of the public and elected officials for professionalism and impartiality in our analysis, advice and decision-making.
- Maintaining excellent working relationships with other city agencies and providing assistance when necessary.
- Maintaining excellent relationships with county, regional, state and federal counterparts.
- Rising to any challenge for developing or implementing new programs, policies, or plans.
- Providing a high level of customer service.
- Ensuring that the public is fully engaged in the debate of issues of importance to them.
- A high degree of commitment and integrity among departmental staff.
- Providing quality input into the decision-making process.
- Above all, Public Service.

### **Departmental Mission:**

The mission of the Department of Planning and Zoning is to provide superior, professional service to the residents of Annapolis.

### **Goals and Objectives:**

#### *General:*

Maintain Departmental flexibility, effectiveness, customer-service orientation and morale

## Current and Comprehensive Planning and Historic Preservation

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- Ensure that all departmental employees are technology-literate and able to access and manipulate key departmental data bases.
- Obtain centralized files adequate for access and safe storage of all paper data, maps, plans.
- All professional employees are certified by their profession organizations—AICP, ASLA, AIA.
- Train all employees to deal with difficult people and facilitate group consensus decision-making.
- Engender team spirit within the department and within other city agencies.
- Have other agencies view us as a professional resource to help them accomplish their goals.
- Assist in professional development, keeping employees up-to-date in their fields.
- Update zoning maps to make them easier to access and read.
- Develop zoning code excerpts to make it easier for homeowners to use and understand for small projects.
- Develop monitoring and reporting system for major projects including performance measures with tools for ensuring proper notification and/or advertising for hearings.
- Revise site design and parking lot landscape manual.
- Edit, merge and coordinate local development regulations with state mandated review requirements.
- Set up GIS property base for permit tracking and reference, including decision and/or review history for all properties.
- Develop a web based permit tracking system.

### *Current Planning:*

#### Provide the highest quality review for all development applications

- Maintain adequate staffing with professional backgrounds necessary for the level of review expected.
- Provide ongoing training and education of review staff.

#### Provide quality customer service to the citizens of Annapolis

Enhance internet access to department activities with interactive component.

- Have voice-mail.
- Have early urban-design input into public projects to ensure design quality.

- Link the PZ and I&P data bases for permit tracking.
- Establish closer on-going discussions with DPW and I&P.
- Streamline all development processes, ensure that other city departments are on-board and can participate if required.

#### Provide professional staff support to the Planning Commission, Board of Appeals and City Council

- Ensure that staff has resources to perform thorough and detailed review/write detailed reports to anticipate any questions or issues that might arise.

### *Comprehensive Planning:*

#### Plan for the orderly, sustainable and sensitive growth and development in the city

## Current and Comprehensive Planning and Historic Preservation

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- Continue to seek grant funding for municipal projects and priorities.
- Prepare required 6-year update of Comprehensive Plan.
- Complete zoning code recodification.
- Complete Outer West Street land use and urban design plan.
- Develop and maintain a traffic model and modeling capabilities.

### Ensure citizen involvement in the long-range planning process

- Attend neighborhood and other public meetings to discuss and/or present long-range planning issues and findings.
- Continue with neighborhood partnership program.

### Plan for public facilities and services to meet the needs of residents and businesses in Annapolis

- Implement Mayor's gateway objectives.
- Finalize design of City Dock.
- Pursue reconstruction of DNR NRP building at city dock.
- Extend bike trail to Naval Academy View Bridge/complete Taylor Ave link.
- Complete and have adopted the *Annapolis Regional Transportation Vision and Master Plan*.

### Foster a vital and liveable community

#### *Historic Preservation:*

### Support local, state and national goals for historic preservation in the Historic District and throughout the city

- Continue implementation of archaeology requirements and do so in a manner that is not burdensome to property owners.
- Continue the Annapolis intensive survey.
- Maintain GIS database of historic district surveys.
- Complete work to list Eastport as multiple-use nomination to National Register of Historic Places.
- Develop review process for 'landmark' structures outside of Historic District.
- Begin weekend/special enforcement activities in Historic District.
- Revise sign guidelines in Historic District.
- Develop regulations for newspaper boxes and temporary signs.

### Ensure effective review of all development applications in the Historic District

- Make sure that all applications for HPC are reviewed in a timely and professional manner.

### Increase the visibility and level of importance of historic preservation in Annapolis

- Continue to bring preservation groups and conferences to Annapolis and to represent Annapolis at national and international preservation events.

#### *Community Development:*

### Ensure that programs funded through the Community Development Block Grant (CDBG) meet federal eligibility criteria and the needs of the community and administer the CDBG program effectively and efficiently

- Prepare annual reports and reporting documents required by HUD.



## Current and Comprehensive Planning and Historic Preservation

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- Submit invoices in a timely manner as prescribed by HUD.
- Ensure that all applications for CBDG funding are reviewed based on federal eligibility requirements/national objectives.

Ensure that local and national objectives are being met in the administrative of the grant program

Expand housing opportunities in the city

- Maintain strategic partnerships to provide affordable housing.
- Work to adopt a housing strategy based upon mandatory requirement for affordable housing and/or establishing a fund to off-set housing costs.

Continue outreach efforts to promote stable neighborhoods

- Continue to implement the Clay Street Community Legacy program.
- Continue assisting with the HotSpots program.
- Complete the programs contained in the multi-year block grant contract.

### **Accomplishments:**

- Obtained approximately \$650,000 in Community Legacy and other grants to support Clay Street initiatives.
- Wrote the RFP for the private initiative portion of the Knighton Property and oversaw the process leading to the selection of a private entity to redevelop the West Street frontage.

- Completed and adopted first Neighborhood Plan-Presidents' Hill.
- Successfully oversaw the review and approval of a number of major developments including the Hospital redevelopment, Village Greens of Annapolis, Crab Cove and others totaling over \$200 million in new development activities.
- Negotiated a scope of services and began the Annapolis Regional Transportation Vision and Master Plan.
- Completed the Harbor and Waterways Plan.
- Revised the Critical Areas regulations.
- Undertook community review of design of Knighton Garage facility including Traffic Impact analysis.
- Formed strategic partnerships to increase the supply of affordable housing in the city.
- Administered/received the following grants: Community Development Block Grant, Certified Local Government, Critical Areas, Unified Planning Work Program.
- Enhanced the Planning and Zoning section of the City's website.
- With UMD, maintained an extensive GIS database for properties in the Historic District.
- West Annapolis parking analysis.
- Uploaded MD Property View GIS database.
- Implemented recently adopted archaeology requirements in Historic District.

## Current and Comprehensive Planning and Historic Preservation

- continued -

### Performance Indicators:

	<i>FY 2002</i> <u>Actual</u>	<i>FY 2003</i> <u>Estimated</u>	<i>FY 2004</i> <u>Goal</u>
Building permits processed . . . . .	807	1,000	1,000
Use permits processed . . . . .	192	150	150
Occupancy permits processed . . . . .	35	100	100
Critical areas review . . . . .	726	125	125
Port Wardens review . . . . .	32	30	30
Major site plan review . . . . .	9	12	12
Minor site plan review . . . . .	3	30	30
Administrative HPC Applications . . . . .	30	50	50
HPC Hearing Items . . . . .	59	90	90
Variances / appeals . . . . .	36	25	25
Administrative variances . . . . .	20	25	25
Conditional uses / special exceptions . . . . .	10	15	15
Subdivisions - major . . . . .	8	4	4
Subdivisions - minor . . . . .	22	20	20
Special studies/corridor plans . . . . .	65	4	4
Comprehensive Plan . . . . .	Implement	Implement	Implement
Rental Licenses . . . . .	139	150	150

<i>Budget Summary</i>	<i>FY 2002</i> <i>Actual</i>	<i>FY 2003</i> <i>Estimated</i>	<i>FY 2004</i> <i>Proposed</i>	<i>Percent</i> <i>Change</i>
Personnel	\$936,300	\$1,005,860	\$1,011,520	0.56%
Other Operating Expenditures	312,000	143,650	143,650	0.00%
Capital Outlays	0	0	0	N/A
<b>Total Expenditures</b>	<b>\$1,248,300</b>	<b>\$1,149,510</b>	<b>\$1,155,170</b>	<b>0.49%</b>

**BUDGET REQUEST - OPERATING EXPENDITURES**

Description of Expenditures in Operating Expense Accounts (Other than Salary and Capital Outlay) for FY 2004

Department/Division Planning and ZoningFund and Division # General/Department

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Supplies 6600	\$19,620.00	Postage, fax, copy paper, general printing, blue prints, mylars, xerox machine cost transfer, office supplies, computer supplies, water cooler, citation books, calendars, graphic presentation materials.
Telephone 7210	\$3,600.00	Five phone lines, two fax lines.
Electricity 7220		
Education and Travel 7310	\$13,050.00	Cost/mile reimbursement for use of personal vehicle for city business; travel related to continuing education; attendance at locally sponsored seminars; workshops on topics related to planning generally and MD law and policies specifically; computer applications training; purchase of books, periodicals related to planning, historic preservation, community development; attendance at out-of-area conferences.
Repair and Maintenance 7720	\$8,500.00	Service on copiers, fax, and other office equipment
Special Projects 7920	\$65,000.00	Professional services in support of policy initiatives and implementation, especially implementation of recommendations in the comprehensive plan. Projects contemplated include market space urban design study, landfill re-use options, central West Street design, gateway design for Eastport Bridge approaches and King George Street, short-term programs from comp plan, implementation of recommendations of Outer West Street sector study, 4 <sup>th</sup> street study, neighborhood initiatives. Required six year review of comprehensive plan.
Leases 7930	\$2,880.00	Copy machine leases
Contract Services 7990	\$31,000.00	For the retention of professional services on a specific basis as the need arises throughout the year to respond to Aldermanic or citizen concerns and to perform analyses of specific projects.
Total	<u><u>\$143,650.00</u></u>	